Functional Area WBS #:     12.1  Electronic Mail

Completed by:          J.D.J.D. Staffon          (ANL-W)   A.W. Lewis             (INEEL)

**FUNCTIONAL AREA SUMMARY FORM**

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1)     ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

| Activities to transition functional area to one contractor | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|:---:|:---:|:---:|
| 1.  Identify systems in current use (Complete: Notes and Exchange are used by current contractors) | X | | |
| 2.  Establish user ID convention (may inherit from new contractor) – see Cyber Security for domain name implications | | X | |
| 3.  Establish policies for mail size limits, retention, backups, source info for Ids | | | X |
| 4.  Identify methods for communicating between mail systems | X | X | |
| 5.  Integrate email systems (GALs, SPAM, etc) | | X | X |
| 6.  Analyze long-term platform | | | X |
| 7.  Integrate policies | | X | X |

2)     GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- An Email Domain Name change would require changes to all firewalls, domain name servers and all email addresses.
- Address Book integration

3)     Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list.  Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- None Identified

4)     Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

- None Identified

Functional Area WBS #:   Electronic Mail 12.1

Completed by:           J.D. Staffon     (ANL-W)   A.W. Lewis     (INEEL)

## GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

a)    Describe the gap(s) that affects the integration of ANL-W and INEEL.

- Mail domain name change – ANL-W currently has a domain name of anlw.anl.gov and Bechtel uses inel.gov. A name change to inl.gov would require changes to all firewalls, domain name servers and all email addresses.

b)    Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on January 31, 2005)

    Risk:  2

    Description:  Current email platforms can continue to function (assuming a domain name change) until after transition. However, a change would be logistically difficult to manage immediately upon transition due to the volume, not complexity, and the requirement that all changes occur simultaneously. Early communication and coordination between INEEL and ANL-W will help during transition.

c)    What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

| | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1. Coordinate with DOE-ID any mail domain name change | INEEL and ANL-W | | |
| 2. If changed, coordinate with DOE-ID what will the new name be | INEEL and ANL-W | | |
| 3. If changed, all of the ANLW email addresses will need to be changed in the system and all other supporting documentation. Depending on the selected domain name, all INEEL email addresses could also change | | INEEL and ANL-W | INL |

NOTE: Domain name will change upon contract split – DOE will determine new name prior to contract award:  Best information suggests inl.gov and icp.gov

Functional Area WBS #:    Electronic Mail 12.1

Completed by:        J.D. Staffon        (ANL-W)  A.W. Lewis            (INEEL)

**GAP/RISK DESCRIPTION FORM**

Please complete one form per gap.

a)    Describe the gap(s) that affects the integration of ANL-W and INEEL.

- Mail Address Book Integration – The ANLW address book will need to be merged with the INEL address book to form a Global Address List that can be used by the new organization.

b)    Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on January 31, 2005)

   Risk:  2

   Description:  current email platforms can continue to function (assuming a domain name change) until after transition.

c)    What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

| | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1.  Provide Address book information | INEEL and ANL-W | | |
| 2.  Develop Global Address List for address information from both organizations | INEEL and ANL-W | | |
| 3.  Implement new Global Address List | | INEEL and ANL-W | INL |

Note: Address book information can be consolidated before transition, or just at transition, to avoid resource conflicts during transition.

Functional Area WBS #:　12.2 Software Licensing
　　　　　　　　　　　12.3 Subcontracts
　　　　　　　　　　　12.4 Maintenance

Completed by:　　　　J.D. Staffon　　　　(ANL-W)　A.W. Lewis　　　　(INEEL)


**FUNCTIONAL AREA SUMMARY FORM**

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1)　ACTIVITIES needed to transition

　　What activities should be conducted to support transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

| Activities to transition functional area to one contractor | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1.　Publish listing of contracts to be inherited (Complete: located on shared library for bidders) | X | | |
| 2.　Document consolidation or elimination opportunities (CISCO for example) due to redundancy (new contractor may also have existing contracts) | X | X | X |
| 3.　Identify coverage gaps, e.g., Microsoft Enterprise Agreements | X | X | X |

2)　GAP(S)

　　In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

　　　▪　Multiple contracts exist for same maintenance service and, in some cases,

　　　▪　neither contractor has support agreements for acquisition/maintenance of some software

3)　Other

　　Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list.　Additionally, utilize the Gap/Risk Description form to define each gap/issue.

　　　▪

4)　Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

Functional Area WBS #:
12.2 Software Licensing
12.3 Subcontracts
12.4 Maintenance

Completed by:     J.D. Staffon     (ANL-W)   A.W. Lewis     (INEEL)

**GAP/RISK DESCRIPTION FORM**

Please complete one form per gap.

a)     Describe the gap(s) that affects the integration of ANL-W and INEEL.

  ▪   Multiple contracts exist for same maintenance service

b)     Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)?
       (Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on
       January 31, 2005)

       Risk:  1

       Description:  Current contracts could be extended to continue maintenance while future
                needs/directions are established.  Successful bidder may have contracts in place.

c)     What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming
       contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

|  | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1.  Status current contracts (Complete and listed on RFP Web site shared library) | INEEL and ANL-W | | |
| 1.1 Identify redundancies and novations | | INEEL and ANL-W | |

Functional Area WBS #:   
12.2 Software Licensing  
12.3 Subcontracts  
12.4 Maintenance

Completed by:      J.D. Staffon    (ANL-W)   A.W. Lewis     (INEEL)

## GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

a)    Describe the gap(s) that affects the integration of ANL-W and INEEL.

- ▪ Neither contractor has support agreements for acquisition/maintenance of some software

b)    Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)?
(Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk:  2

Description:  Successful bidder may have contracts in place.  Extending may be an option but very pricey – Cisco > $1M/yr and Microsoft Enterprise Agreement is $.8M/yr

c)    What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

| | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1. Establish required software negotiations | | | |
|    1.1  Document needs | | INEEL and ANL-W | |
|    1.2  Enter negotiations | | | INL |
|    1.3  Baseline contracts | | | INL |

Functional Area WBS #:    12.5  Desktop Support

Completed by:              J.D. Staffon            (ANL-W)   A.W. Lewis              (INEEL)

## FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1)    ACTIVITIES needed to transition

   What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

| Activities to transition functional area to one contractor | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1.  Coordinate solutions to shared problems and establish common help desk including deskside tech support and automated escalation process | | X | X |
| 2.  Establish supported standard desktop configuration (hardware, operating system and productivity suite) | | | X |
| 3.  Establish desktop configuration management (management tools) | | | X |

2)    GAP(S)

   In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

   ▪   Both ANL and INEL operate help desks with technician (deskside) support.

3)    Other

   Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list.  Additionally, utilize the Gap/Risk Description form to define each gap/issue.

   ▪

4)    Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

   ▪

Functional Area WBS #:  12.5 Desktop Support

Completed by:  J.D. Staffon (ANL-W)  A.W. Lewis (INEEL)

## GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

a)  Describe the gap(s) that affects the integration of ANL-W and INEEL.

   Both ANL and INEL operate help desks with technician (deskside) support.

b)  Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)?
   (Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on January 31, 2005)

   Risk:  1

   Description:  Both help desks can function independently until after transition.

c)  What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

|  | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1.  Interface meetings with current contracts to understand operating procedures and support policies | INEEL and ANL-W |  |  |
| 2. Plan the integration of and integrate the two separate help desks |  | New Contractor | INL |

NOTE: INEEL IT Services has adequate tools to provide support to ANL-W employees. The Symposium phone system and the Remedy Action Request System can easily be used to accommodate the ANL-W staff without the purchase of additional licenses. The discovery and distribution tool being procured will also be extensible to ANL-W through the purchase of additional nodes if necessary.

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Functional Area WBS #:   12.8  Networks

Completed by:   J.D. Staffon   (ANL-W)   A.W. Lewis   (INEEL)

**FUNCTIONAL AREA SUMMARY FORM**

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1)   ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

| Activities to transition functional area to one contractor | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1.  Register and change domain name | X | X | |
| 2.  Consolidate/reconcile IP addresses | X | X | |
| 3.  Establish common communication protocols | | | X |
| 4.  Establish direct connect to new contractor corporate office(s), if necessary | | X | X |
| 5.  Reconcile/integrate directory services functions | | X | X |
| 6.  Establish common network management system (may inherit from new contractor) | | | X |
| 7.  Establish common policy and technical implementation for wireless networks including existing/planned access points | | X | |
| 8.  Disconnect current links to corporate offices, if necessary | | X | |
| 9.  Establish topology for connect to ESnet (will have multiple links at consolidation) | | | X |

Note: A domain name change is a big task.  Moving as much planning as possible to Pre-transition phase will limit resource conflicts during contract transition.

2)   GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- IP address consolidation/integration and second-level domain name change will impact networking, multiple applications, cyber security, etc.

3)   Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list.  Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- ▪

4)      Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

- ▪

Functional Area WBS #:  __12.8  Networks_____

Completed by:  _____J.D. Staffon_____  (ANL-W) __A.W. Lewis_____  (INEEL)

**GAP/RISK DESCRIPTION FORM**

Please complete one form per gap.

a)  Describe the gap(s) that affects the integration of ANL-W and INEEL.

- ▪ IP address consolidation/integration and domain name change will impact networking, multiple applications, cyber security, etc.

b)  Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk:  4

Description:  A domain name change, to inl.gov for example, would impact almost every system

c)  What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

|  | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1.  Register (or confirm that registration is not necessary) the inl.gov and icp.gov domain name | INEEL and ANL-W | New Contractor | |
| 2.  Plan consolidation/coordination of IP addresses | INEEL and ANL-W | New Contractor | |
| 3.  Establish email transition (forwarding or other transition mechanism) | | New Contractor | INL |

Functional Area WBS #:    12.9  Enterprise
Business Systems

Completed by:          J.D. Staffon        (ANL-W)   A.W. Lewis         (INEEL)

**FUNCTIONAL AREA SUMMARY FORM**

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1)    ACTIVITIES needed to transition

What activities should be conducted to support transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

| Activities to transition functional area to one contractor | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1. Current Contractors Financial Close using current systems | | X | |
| 2. Identify Business Systems – new contractor target (INL systems or new contractor hosted) | | X | |
| 3. Convergence – merge new contractor business rules/processes/work flows into applications (may be delayed until FY06 start) | | | X |

2)    GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

    ▪    Resource loading – contract close at same time as contract start

3)    Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list.  Additionally, utilize the Gap/Risk Description form to define each gap/issue.

    ▪

4)    Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

    ▪

Functional Area WBS #:  12.9  Enterprise
                        Business Systems

Completed by:        J.D. Staffon        (ANL-W)   B.J. Griffin        (INEEL)

## GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

a)    Describe the gap(s) that affects the integration of ANL-W and INEEL.

- Resource loading – contract close at same time as contract start

b)    Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)?
      (Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on
      January 31, 2005)

      Risk:  3  Assumes new contractor chooses not to host business applications on corporate systems.

      Description:  Time to incorporate new chart of accounts and processing rule changes (if any) for
              first month end close with the new contractor is constrained.  The business systems are
              generally linked to email ids, rights and permissions for access and processing rules.
              Discovery of links, adding users and establishing access rights and permissions will be
              administratively time consuming.

c)    What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming
      contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

|  | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1.  Contractor announcement will determine specific actions.  At a minimum: |  |  |  |
| 1.1  Load chart of accounts to financial system |  | INEEL | INL |
| 1.2  Add new employees to HR system |  | INEEL | INL |
| 1.3  Establish rights and privileges for system access |  | INEEL | INL |

Note: Loading of chart of accounts, adding new employees and establishing rights and privileges must be
      done in advance of contract takeover to allow for testing and validation.

Functional Area WBS #:    12.11  Software Quality

Completed by:            J.D. Staffon            (ANL-W)   A.W. Lewis            (INEEL)


**FUNCTIONAL AREA SUMMARY FORM**

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1)     ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

| Activities to transition functional area to one contractor | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1.   Policy Reconciliation | | | X |
| 1.1 Reconcile SQA procedures to required QA standard (e.g. DOE Notice 200.1) | | | X |
| 1.2 Integrate SQA organizations and personnel (e.g. INEEL has Software Custodians) | | | X |

2)     GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

   ▪     None pending contractor announcement

3)     Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list.  Additionally, utilize the Gap/Risk Description form to define each gap/issue.

   ▪

4)     Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

   ▪

Functional Area WBS #:   12.12  Cyber Security

Completed by:          J.D. Staffon          (ANL-W)   A.W. Lewis          (INEEL)


**FUNCTIONAL AREA SUMMARY FORM**

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1)   ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

| Activities to transition functional area to one contractor | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1.  Establish common security policies (may inherit from new contractor) | | X | X |
| 2.  Establish common business protection technologies (firewalls, anti-virus, spam and intrusion detection) | | X | X |
| 3.  Combine Communications Security (COMSEC) Accounts | | | X |
| 4.  Migrate to new user ID standard (inl.gov) | | | X |
| 5.  Implement common patch management methods | | | X |
| 6.  Establish Foreign National access policies | | | X |
| 7.  Establish common remote access policies, service (includes common vendor for VPN and authentication) | | X | X |
| 8.  Reconcile perimeter/firewall rules | | X | |

2)   GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

   ▪   A combined topology for firewall, dmz, anti-virus and spam filtering will need to be determined.  See WBS 12.1 Electronic Mail Functional Area/Gap Description for additional information on domain name change.

3)   Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list.  Additionally, utilize the Gap/Risk Description form to define each gap/issue.


12-15

- None

4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

- None

Functional Area WBS #:    12.12  Cyber Security

Completed by:              J.D. Staffon              (ANL-W)   A.W. Lewis              (INEEL)

## GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

a)      Describe the gap(s) that affects the integration of ANL-W and INEEL.

  ▪ ANL and Bechtel both operate firewalls, dmz's, anti-virus and spam filtering

b)      Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)?
(Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on
January 31, 2005)

      Risk:  4

Description:  A combined topology for firewall, dmz, anti-virus and spam filtering will need to be
determined.  However, both ANL-W and INEEL have solid cyber security programs that could run "as is"
if the need arises.  A switch over to a common approach will need to be well planned and will require a
planned outage, but the success probability is very high.

c)      What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming
        contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

| | 3/1 – 11/15 Pre-transition | 11/15 – 1/30 Transition | 1/31/05 Incoming Contractor |
|---|---|---|---|
| 1.  Analyze options, prepare recommendations, and document in a contingency plan | INEEL and ANL-W | New Contractor | |
| 2.  Implement changeover | | New Contractor | INL |